



## Client Assistance Card Charge-Out Record

INSTRUCTIONS for the use *Client Assistance Card Charge-Out Record* and for the control of financial assistance cards.

- Records and Reports staff operating in Red Cross disaster service centers, chapters, or disaster headquarters are responsible for the control of all financial assistance cards that they issue.
- Disaster workers are accountable for all *Client Assistance Cards* charged out to them by a Records and Reports unit.
- This form is prepared, in duplicate, by the Records and Reports person responsible for issuing the cards.
- The cards are to be listed on this form (by the responsible Records and Reports unit worker) in consecutive numerical sequence and are to be charged out to disaster workers in the same sequence as listed. This form is signed and dated by the issuing Records and Reports unit worker and the receiving disaster workers. The Records and Reports unit worker records appropriate identification for the receiving disaster worker in the space below.
- The cards are maintained by the disaster worker until the end of the work shift.
  - Disaster workers are to *issue* cards in the same consecutive numerical sequence in which they are listed on this form.
  - As cards are issued to clients, the disaster worker will enter, opposite the prelisted card number, the case number from the *Disaster Registration and Case Record* (Form 901) and the last name and first name of the client.
  - Workers must return all unused cards and the yellow copies of the *Client Assistance Card Authorization* form in accordance with chapter procedures. The disaster worker and the Records and Reports unit worker will sign and date this form, signifying respectively, the return and receipt of the unused cards.
- If, at a later time, this same form is used, then the unused cards may be reissued *only* to the same disaster worker.
- On all disaster relief operations, the Records and Reports unit is responsible for reporting to the director of the operation, the status of all unaccountable cards.

[illegible]

Identification of worker receiving cards

Signature of worker receiving cards	Date	Signature of worker returning cards	Date
Signature of Records and Reports unit worker issuing cards	Date	Signature of Records and Reports unit worker receiving returned cards	Date